

# It's CLASSIFIED



Read the classified ad example below. We will review together how to answer the questions below. After, we will find other classified ads and choose an ad that includes most (if not all) the following information: job title, hours per week, job description, job duties, education or training, special skills or requirements, salary/benefits information, and how to apply. Cut and paste the link to the ad in the space below and answer the questions about the ad you chose.

## CLASSIFIED AD EXAMPLE

### SERVICE COORDINATOR

Part-time worker needed to provide case management services to farmers with disabilities and/or chronic health conditions. Duties include on-site assessments, case planning, documentation and development of working relationships with partnering agencies. Requires excellent communication skills, organizational skills, and teamwork. Agricultural knowledge is desirable. BA/BS in related field (ie: social work, therapy). Must have valid Virginia driver's license in good standing. Send cover letter and resume to [jobs@AGBservices.com](mailto:jobs@AGBservices.com).

Type the name of your job that you found:

Paste the website address for this job, and use the information from this classified ad to answer the questions below:

Job Title: \_\_\_\_\_

Hours per week: \_\_\_\_\_

Part Time or Full Time  
(circle one)

Job Description: \_\_\_\_\_

Job Duties/Responsibilities: \_\_\_\_\_

Education or Training needed: \_\_\_\_\_

Special skills or requirements: \_\_\_\_\_

Salary Information: \$ \_\_\_\_\_

Benefits Information: \_\_\_\_\_

How to apply: \_\_\_\_\_

Any other important information in the ad: \_\_\_\_\_

STANDARDS ADDRESSED IN THIS ACTIVITY: Career Development: MC5, MC6, MC7